

**U.S. Department of Energy**

**Oak Ridge Operations Office**



**Guide for Editors and Coordinators for  
Type A Accident Investigations**

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## List of Acronyms

Board	Accident Investigation Board
CD	Compact Disc
DOE	Department of Energy
ECF	Events and Causal Factors
EH-1	Assistant Secretary for Environment, Safety and Health
e-mail	electronic mail message
FAR	Factual Accuracy Review
LL	Lessons Learned
POC	Point of Contact

## 1.0 INTRODUCTION

This guide is designed to assist the Editor and the Coordinator for a Department of Energy (DOE) Type A Accident Investigation and to provide lessons learned from conducting investigations. This information can easily be adapted to a Type B Accident Investigation.

As the starting point, both the Editor and the Coordinator should review the DOE directives on accident investigations:

- DOE O 225.1A, *Accident Investigations*, 1997
- DOE G 225.1A-1, *Implementation Guide for Use with DOE Order 225.1A, Accident Investigations*, 1997
- DOE Workbook, *Conducting Accident Investigations*, 1999
- *Accident Investigation Day Planner, A Guide for Accident Investigation Board Chairpersons*, September 2000

## 2.0 EDITOR

The Editor has the following key responsibilities:

- Provides the initial, draft table of contents for the report to the Accident Investigation Board (Board) Chair. The Board Chair then refines the draft and uses it to make writing assignments.
- Formats and edits the various drafts and the final version of the Board's report.
- Keyboards the Board's analyses from the workroom walls (Barrier Analysis, Change Analysis, and Events and Causal Factors [ECF] Chart) into tables and charts for the report and edits these.
- Assists in selecting photographs and graphics for the report, if requested, and works with the Board members to develop the captions and determine if explanatory arrows or labels are needed. Inserts the photographs and graphics into the report as close to the related text as possible.
- Develops for the Board Chair's approval a draft presentation on the investigation intended for the Assistant Secretary for Environment, Safety and Health (EH-1).

The Editor must have experience managing development of large, complex DOE documents without losing configuration control. Prior experience editing in DOE's preferred style is necessary.

### 2.1 Editing Tips

**Editing** – Although the Editor controls and edits the draft report during development, the Editor must ensure that the Board Chair understands the need to allow enough time at the end for a final edit of the report (preferably one full day) after the Board has determined that the text and photograph/graphic placement are acceptable. If the Board does not allow that time, the final product may not be up to DOE's exacting standards.

**Configuration Control** – Configuration control is essential. After the Board Chair makes writing assignments, it is best to wait until the second drafts written by the Board members are approved by the Board Chair before the Editor takes control of the document. At that point, the Editor collects all diskettes from the Board and reminds them that changes can only be made as hardcopy markups unless they obtain a diskette with the edited version of their section. The Board members make changes to the edited material on a diskette in redline/strikeout so that the Editor can easily identify the revised portions.

**Photographs** – If pointers and text boxes need to be added to photographs, the easiest way to do it is to copy the photograph into a PowerPoint presentation, add the pointers and boxes, group it, save it, and then copy it into the report. This method keeps the arrows and other items from sliding away from the photograph when the text shifts.

**Titles and Confidentiality** – Do not put personal names in the report; use titles only. If the interviewee has requested that his/her testimony be kept confidential, that person cannot be directly quoted in the report, and statements about the person's testimony must be paraphrased.

**Columns** – If the Chairman permits, the Editors should not put the document into two-column format until the report text and photographs are almost final. The two-column format is often difficult to edit quickly.

**File Backups** – The Editor should save the report very frequently to the hard drive during the day, and save all report files and photograph files to a Compact Disc (CD) before leaving the site each evening. Computer crashes, flooded audit centers, etc., can destroy the Board's work in an instant.

**Signatures** – Several days before the report is final, the Editor should have the Board members sign the signature page. When the report is about to be final, the Editor will be too busy and the Board members will be too eager to leave to be certain that everyone signs the report.

**Final Report** – The Editor should print one color, single-sided original (set up for double-sided copying) as the master for EH-1 to sign. Before making the pdf file from the Word file, the Editor should make one copy of the master single-to-double-sided to ensure that the pagination is correct.

## 2.2 **Report Text Recommendations**

### 2.2.1 **Tense**

#### **Past Tense**

- Any discussion of the accident
- Any discussion of completed past actions by DOE, the contractor, subcontractors, etc.
- Any discussion of the Board's activities (e.g., visiting the accident scene, returning control of the accident site to the contractor, or conducting experiments to help determine the cause of the accident)

#### **Present Tense**

- Statements about documents. Fictional Examples: The BNFL contract incorporates most of the text of DOE Acquisition Regulation 970.5204-2, *Integration of Environment, Safety, and Health into Work Planning and Execution*, dated June 27, 1997. BNFL is using the set of Work Smart Standards listed in PO-CS-006, *Work Smart Standards*, Revision 2.
- Statements about management's attitudes, policies, etc. Fictional Example: The DOE Site Office and the Genetek Safety Department recognize that Genetek is responsible for the safety and health of personnel working in the laboratory in Building 9210 at the Y-12 National Security Complex.
- Statements about the Board's determinations or conclusions, the Judgments of Need, etc. Example: The Board concludes that an

exothermic sodium reaction with water did not contribute to the failure of the shield inside the hot box.

### **Present Perfect Tense**

Discussion of actions started in the past that are continuing into the present.  
Fictional Example: Genetek Corporation has become a driving economic force in Anderson County, Tennessee.

### **2.2.2 Text and Photographs**

When the Board has a solid draft written, print the whole report and check for the following:

- Redundant sections that should be combined
- Sections where the information is too dense and needs to be split up, possibly with more explanation provided
- Sections where photographs or graphics may be needed to help the reader understand the “story”
- Overall organization and flow of the report for readability

Keep in mind that the Board’s purpose is to tell the story of the accident and its causes. The reader must be able to understand what happened, who was involved, what equipment was involved, and why it happened. Take each section of the draft report separately and highlight the sentence in each paragraph that states the key point of the paragraph. Then read the sentences in the order presented to see if they are clear and the flow is logical. If the key point in a paragraph is not easily identifiable or if the logic appears flawed, meet with the author of that section to revise it.

Ensure that photographs and graphics are selected by the beginning of the third week of the investigation. Allow time for the site’s Graphics department to assist with complicated graphics. If necessary, the Editor must get the Board Chair to call a special Board meeting to review all the photographs and select the best ones to illustrate the story and to determine if additional graphics are required.

## **2.3 Report Format**

Following is information on the format for a Type A Accident Investigation report that is currently preferred by EH-1:

**Cover** – Arial – The left and right margins are 1.25; top and bottom margins are 1.0. The words “U.S. Department of Energy Office of Environment, Safety and Health” are 22 point. The words “Type A Accident Investigation” are 26 point. The title of the report is 20 point. The date is 18 point. The color is dark green.

**Page Numbers** – 10 point Arial, bold, dark green, centered in footer

**Line in Header and Footer** – Dark green

**Acronym List** – Spacing is 4 points before and after each acronym

**Spacing between Text Header Number and Header Text** – 5 spaces

**Text Justification** – Ragged right

**Text Spacing** – 6 points before and after paragraphs

**Columns** – 3.13 wide, 0.25 spacing, check the “Equal column width” box

**Bullets** – Solid squares, spacing is 6 points before and after bullets

**Figure/Photograph Captions** – Arial 10 point, bold, centered under the photograph. Captions are initial capital for the first word and then lower case

**Tables** – The label is above the table, Arial 11 point, bold, centered (with 12 points before and 6 points after the label), and dark green. The column headers and text are Arial Narrow 10 point. The column headers are bold and centered, and the shading is 12.5% grey.

### **Headers and Text**

- All headers – 6 points before and after
- Header 1 – 12 point Arial, all capitals, bold, dark green
- Header 2 – 12 point Times Roman, upper and lower case, bold, dark green
- Header 3 – 10 point Arial, upper and lower case, bold, dark green
- Body text – Times Roman 11 point

**Sections 2, 3, and 4** – Whenever the text states the Board’s conclusions, that text is in italics, present tense. Example: *The Board concludes . . .*

**ECF Chart** – The connecting line between boxes/bubbles is 1.5 points. If there are too many causal factors to include on the ECF chart without hopelessly cluttering it, then list all of the causal factors as shown on page D-3 of the 2004 Savannah River Site Type A report.

## **2.3 Closeout**

The Editor’s closeout activities are as follows:

- After checking the pagination as noted earlier, create a pdf file of the Final Report.
- Obtain an electronic copy of the final Evidence lists (numerical and alphabetical) from the Coordinator.
- Burn the pdf file and Word file of the Final Report and final Evidence lists to one CD for the Board Chair and one for the Editor.
- Provide the Board Chair with the following list of closeout activities for which he is responsible:
  1. Have the Headquarters Safeguards and Security organization review the report and clear it for hardcopy distribution and posting on the EH home page.
  2. After EH-1 signs the report, have a member of the EH staff (a) scan the signature page and make it a pdf file and (b) insert the pdf page into the pdf file of the report and delete the blank signature page. Insert the signed page into the hardcopy master and remove the blank signature page.
  3. Take the Final Report and cover to Reproduction Services and have them print and bind color copies for distribution. In addition to the bound copies needed for the Site Office and contractor(s) involved in the accident and any copies required for Headquarters, each member of the Board and support staff receives a bound copy.
  4. Ensure that bound copies of the Final Report are formally transmitted to the Site Office and contractor(s).

5. Have the report posted on the EH Accident Investigation home page.
6. Write short thank you notes to the Board members and support staff.

### 3.0 COORDINATOR

#### 3.1 Immediate Activities

##### 3.1.1 Board Chair

As soon as he/she is identified as the Board Chair for a Type A Accident Investigation, the Board Chair performs the following:

- Identifies the Board members, Coordinator, Editor, and other support staff. Contacts them to ensure availability and obtain access information. The access information needed varies depending on the site. The information can be as simple as full name, employer, and DOE badge number for a laboratory to full name, Social Security number, date of birth, employer, and both DOE badge numbers for a high-security site such as the Y-12 National Security Complex. If necessary, the Board Chair makes contract arrangements for support service contractors assigned to assist the Board.
- Arranges for the Board appointment memorandum to be written and signed.
- Contacts the site to:
  - Arrange for access.
  - Determine the training requirements.
  - Determine the best lodging arrangements.
  - Arrange for an Inbrief on the morning of the Board's arrival at the site.
  - Direct that all documents and any other material from the contractor Type C Accident Investigation (if one was started) be turned over to the Board at the Inbrief.
  - Request a visit to the accident scene with a photographer following the Inbrief. (At the accident scene, the Board will take formal control of the scene and take possession of any physical evidence.)
- Contacts the Board members and support staff with lodging information and the start date and anticipated end date for the investigation.

**Note:** The Board members and support staff, including support service contractors, make their own travel arrangements as directed by their employer.
- Provides the Coordinator with the contractor Point of Contact (POC) name and telephone number and permission to make contact.

##### 3.1.2 Coordinator

The Coordinator performs the following:

- Contacts the contractor POC to discuss the following:
  - Audit center/office/workroom arrangements, including sending an electronic mail message (e-mail) to the POC with the Board's

requirements (See Appendix A for a sample list of these requirements.)

- Computers and computer access
  - Court reporter requirements, including having the first court reporter available at noon on the second day (See Section 3.3 for information on court reporters.)
  - Evening and weekend access to the site
  - The need for pertinent organization charts and telephone lists (contractor and DOE) to be placed in each office and the Board's workroom
- Arranges to meet the POC at the site an hour before the Inbrief on Day 1.
  - Ships the evidence file folders, example reports from recent investigations, a CD of forms, and any other reference material (such as copies of the Order, Workbook, and Guide) via overnight express to the contractor POC to hold.
  - Ensures that the Inbrief has been arranged.

### 3.2 Day 1 of the Investigation

The Coordinator performs the following during the first day at the site:

- Meets the POC and takes possession of keys for the Board's workroom and offices and the material that was shipped to the site. Ensures that the requirements for evening and weekend access to the site and work areas have been met or can be met that day.
- Confirms the computer access arrangements.
- Locates the copier, fax, shredder, office supplies, and coffee/vending machines.
- Ensures that the workroom and offices have been set up as requested. If it hasn't already been done, puts a box labeled "Shred" in each office and the workroom.
- Makes room assignments for the Board members and support staff and labels the offices and workroom.
- Attends the Inbrief and takes possession of any documents turned over by the contractor or the Site Office. Takes note of any requests identified by the Board for documents or interviews. (After the Inbrief, the Coordinator completes an "Information Request Form" for any document requests.)

**Note:** The Coordinator keeps a running list of interviews identified by the Board and checks them off as they are conducted. The updated interview list is posted daily in the workroom and reviewed during the daily Board meeting.

- Ensures that all Board members are set up on computers.
- Logs documents received into the Evidence File and signs them out to the appropriate Board members or support staff. (See Section 3.4, "Evidence Tracking," for more information.)
- Makes a list of all physical evidence brought back from the Board's visit to the accident scene, records the list into the Evidence File, and places the physical evidence in the Evidence file cabinet.

- Fills out the “Board Location and Telephone” table with the name, position (Board, support staff, Coordinator, Editor), office number, office telephone, cell phone, hotel name and telephone, and e-mail. In addition, on this same sheet, the Coordinator includes the workroom number and fax number. Copies of the table are provided to the Board members, Editor, support staff, Site Office POC, and contractor POC. (See Appendix E for the “Board Location and Telephone” table.)
- Places 20 copies of the “Information Request Form” in the office of each Board member and support staff, and puts a supply in the workroom. (See Appendix C for the “Information Request Form.”)
- Places 10 copies of the “Informal Personal or Telephone Interview Form” in each Board member’s office. (See Appendix E for this form.)
- Attends the afternoon Board meeting (and all subsequent daily Board meetings) to assist with Board assignments/actions, document new requests, and distribute the list of documents received that day. In addition, the Coordinator performs the following at this meeting:
  - Explains how the Board is to request documents (“Information Request Form”) and interviews and how to sign documents in and out of the Evidence file cabinet (“Document Signout Sheet”).
  - Distributes “Accident Investigation Individual Conflict of Interest Forms” to the Board members and support staff and requests resumes or biographical summaries from them. (The Coordinator provides the completed, signed forms and resumes/biographical summaries to the Board Chair.)
  - Asks the Board Chair if a telephone hotline should be set up to respond to public inquiries about the accident. If the answer is yes, the Coordinator makes the arrangements with the contractor POC.
  - Determines which interviews will be conducted the next day, by which Board members, in what order (if possible), and which interviews will be recorded by a court reporter (called “court reporter interviews”) versus informal interviews.
- After the Board meeting, meets with the contractor POC to provide copies of the completed “Information Request Forms” and make arrangements for court reporter interviews and informal interviews. The Coordinator should establish this as a daily meeting with the contractor POC.

### **3.3 Court Reporters**

#### **3.3.1 Overview**

During the first day at the site, Board strives to obtain a clear picture of the people involved in and surrounding the accident (e.g., workers, supervisors, contractor oversight, DOE oversight, etc.) so that the Board can identify the key witnesses from whom they will want statements recorded by a court reporter. Court reporter interviews normally begin on the afternoon of the second day at the site. The Board Chair, in conjunction with the Board members, determines the following:

- Who will be interviewed and what type of interview (court reporter or informal) for each person

- Approximately how long each interview will take (probably an hour for each one)
- How many interviews the Board will conduct each day and whether the Board will conduct the interviews as a group or split them up
- How many days will the court reporters be needed

The Coordinator keeps a running list of the Board's interview requests with the name, title (if known), and employer for each interviewee. The Coordinator provides the Board's request to the contractor POC, who makes the arrangements for the court reporters and sets up the interviews. (Note that a court reporter should already be scheduled to begin on the afternoon of the second day.) The following information is provided to the contractor POC to ensure that both the POC and the court reporters have a clear understanding of the requirements.

- All the court reporter provides for each interview is one double-spaced transcript of the interview (i.e., no additional copies, no diskette, no condensed version, etc.). This is not customary for court reporting, so it must be emphasized.
- The Board requires 24-hour turnaround on testimony transcripts, so at least two (preferably three) court reporters will be needed to handle the workload.

When each court reporter arrives at the site, the Coordinator gives him/her the interview schedule and ensures that the name, title (if known), and company name for each interviewee is listed on the schedule. In addition, the Coordinator provides the court reporter with a list of the most common acronyms used by the contractor and the local DOE Site Office. The Coordinator confirms the court reporter's understanding of the Board's requirements for turnaround time and testimony transcripts. Finally, the Coordinator shows the court reporter the location of the vending area, rest rooms, etc. (See Appendix B for the forms associated with court reporter interviews and testimony transcripts.)

The Board usually provides each interviewee with a copy of the "Model Opening Statement" from the Accident Investigation Workbook. The Coordinator provides the Board Chair and Board members with 10 copies each of the "Model Opening Statement" and places extra copies in the interview room(s).

Every Board member is required to review all of the testimony transcripts. When a court reporter turns in a transcript, the Coordinator performs the following:

1. Writes the Evidence number in red on the original. (Evidence tracking is covered in detail in Section 3.4.)
2. Makes a copy of the transcript for each Board member and writes his/her name on their copy.
3. Provides brown expanding folders labeled with each Board member's name and the word "Testimony" to help them keep up with their copies.
4. Coordinates with the contractor POC to schedule the testimony transcript review.

As Board members finish with the testimony transcripts, the Coordinator should remind them place it in the "Shred" box located in their office or the workroom. All copies of transcripts must be turned in to the Coordinator to be shredded before the end of the investigation. The original testimony transcript (with the red number) is evidence and is kept locked in the Evidence file cabinet.

### 3.3.2 Testimony Reviews

As noted above, when the court reporters turn in transcripts, the Coordinator makes arrangements with the contractor POC to reserve a conference room and schedule the transcript reviews (including subcontractors and DOE personnel transcript reviews).

**Transcript Reviews** – At each transcript review session, the Coordinator performs the following:

- Provides colored pens (no pencils or black pens) for the interviewees to use.
- Explains common transcript errors and which kinds should be corrected.
- Explains how to correct the transcript.
- Explains the purpose of and offer a “Transcript Request Form” to each interviewee.
- Monitors the room so that no one removes or copies their transcript.

**Correcting the Testimony Transcript** – Each interviewee who provides court reporter testimony is offered the opportunity to review his/her testimony transcript for accuracy. While the occasional typo is not a problem, there is a significant difference in meaning between “it is” and “isn’t.” To correct the transcript, the interviewee draws a line through the error, writes the correction above it, and initials/dates at the right-hand side of the page by the correction. If the interviewee needs to provide more than a simple correction, he/she may make a note in the transcript to “see explanation page” at the point in the text where it applies. The Coordinator provides the interviewee with a sheet of paper to write the explanation and ensures that the interviewee notes the page and line number in the transcript where it applies, signs, and dates the explanation. The Coordinator places the explanation at the front of the transcript.

After each transcript review session, the Coordinator checks the each transcript to see if the interviewee requested that his/her testimony be kept confidential, and if the answer is yes, writes “Confidential” in red on the front page of the transcript. In addition, the Coordinator checks each transcript text to determine if the changes are significant and need to be copied for the Board. If the Coordinator is unsure about the significance of the changes, she shows the changes to the Board Chair and asks for a decision.

**Copies of Transcripts to the Interviewees** – The interviewees are nervous about providing testimony and invariably want a copy of their transcript. The Coordinator should confirm with the Board Chair *in advance* that a copy of their corrected transcript may be mailed to each interviewee’s home on the last day of the investigation. A “Transcript Request Form” is provided for the interviewee to formally request a copy of his/her testimony transcript, commit to keeping it confidential, and provide a mailing address.

If an interviewee requests a copy of their testimony, the Coordinator makes a copy of the corrected testimony and associated request form and places it in a labeled mailing envelope. The words “Confidential – To be Opened by Addressee Only” are written on the front of the envelope under the mailing address. The Coordinator keeps the envelopes in the bottom of the Evidence file cabinet until the last day of the investigation. Making the copies and addressing the envelopes as the transcripts are reviewed avoids having a large copy job right at the end of the investigation.

**Note:** On rare occasions, an interviewee may elect not to review his/her testimony transcript. This is their choice, since DOE is only required to offer them the opportunity. If this happens, the Coordinator writes a note on the front page of the original transcript that the interviewee elected not to review it, dates it, and initials it.

### 3.4 Evidence Tracking

#### 3.4.1 Overview

The Coordinator sets up the hardcopy Evidence Files in the lockable file cabinet provided by the contractor. This can be in the Coordinator's office or in the Board's workroom (preferably the Coordinator's office). Examples of evidence tracking forms are provided in Appendix C. The Coordinator sets up the Evidence hardcopy files and associated forms as follows:

- Using a red Sharpie, the Coordinator labels 250 letter-size pendaflex hanging folders and 250 one-fifth cut manila folders 1 through 250. It saves if the Coordinator has the blank evidence files made up in advance and ships them to the site.
- Makes 10 copies of the "Document Signout Form" and puts them on a clipboard with a pen tied to it with string. The clipboard is placed on or beside the Evidence file cabinet.
- Makes 100 copies of the "Information Request Form." Put 20 copies in an "in basket" on the table in the Board's workroom. Puts 10 copies in each Board member's office.

All Board members should have a key to the Coordinator's office. During the day, all of the Board members' and support staff's offices are kept locked when not in use. The Evidence file cabinet is locked when the Coordinator leaves each evening. The Coordinator ensures that the Board Chair or Deputy Chair has a key to her office and to the Evidence file cabinet so that it can be opened for the Board at any time.

The Coordinator should remind the Board members and staff that if any of them wish to make notes on, draw on, highlight, or otherwise mark on an evidence document, they should make a copy of the document or ask the Coordinator to do it. What is important in a document to one Board member may not be the key items for another Board member. Any item with a red number is the Evidence record and must not be defaced.

#### 3.4.2 Recording Evidence

Record evidence as follows:

- 1) Using a red Sharpie, mark each piece of evidence as it comes with a red number about an inch high in the upper right-hand corner.
- 2) Check off the item received on the appropriate "Information Request Form." Make a note of which Board member asked for the item.
- 3) Record the item on the "Information Request Tracking" form.
- 4) Record the item in the "Evidence Tracking – Numerical" Word file. Note anything special about the item in the "Comments" field, such as if the item is confidential (protected by the Privacy Act) or if it is an original that the contractor has requested be returned at the end of the investigation.

**Note:** The Board normally retains all documents as part of the permanent Evidence files but will make exceptions on a case-by-case basis.

- 5) Log the item out on the “Document Signout Sheet” and give it to the Board member who requested it. Remind the Board member to check the item back in on the “Document Signout Sheet” when done and to either file it himself or put it in the “To Be Filed” box.
- 6) Write down the name of the item on the front of its numbered Evidence manila folder. The name should *exactly* match what was recorded in the “Evidence Tracking – Numerical” Word file. The Coordinator does this as time permits because there are too many items coming in during the first two weeks to keep up. However, all Evidence must all be recorded in this manner before the Evidence files will be accepted by DOE Archives. The Coordinator uses any free moments during the investigation to work on the Evidence files and should plan to work on it during the weekends if necessary.
- 7) Depending on the inflow volume of Evidence documents, twice a day (e.g., lunch and 5:00 pm), the Coordinator saves the “Evidence Tracking – Numerical” Word file as “Evidence Tracking – Alphabetical” and sorts the table by “Document Type” (text) and “Title” (text) in ascending order. The printouts of both tracking files are placed beside the “Document Signout Sheet” clipboard. If there is room, the printouts can be posted on the wall. This makes it easy for Board members to find what they are looking for. The Coordinator also develops a list of the Document Types and posts it near the Evidence file. If there is a lot of evidence (over 300 files), the Coordinator may also need to print a version of the Evidence file that is sorted by the document date.
- 8) Just before the daily Board meeting, the Coordinator highlight the items received that day in bold on the “Information Request Tracking” form, prints it, and makes a copy for each Board member. This keeps the Board current on what has (and has not) been received.

### **3.5 Factual Accuracy Review (FAR)**

#### **3.5.1 Overview**

The Board must include all of the facts in Sections 1 and 2 of the report (usually called the “Facts section”). The “entities” involved in the accident (e.g., contractor, subcontractor, and DOE) are given an opportunity to review the Facts section for accuracy and to provide additional documentation if they dispute the validity of any of the facts.

It is important to be thorough when developing the Facts section. Facts deemed to be irrelevant may be removed after the FAR. However, if new, significant facts are uncovered later, a second FAR will be required to cover those facts, and this adds time to the investigation that the Board does not have.

The Editor print the Facts sections for the FAR double-spaced with page and line numbers. In addition, a controlled, single-sided copy of the Facts section is placed in each FAR room for reference purposes.

Each “entity” involved in the accident (e.g., contractor, subcontractor, and DOE) is invited to participate in the FAR. They are asked to provide the Coordinator with the total number of attendees in advance. Each entity is given a separate room for their review.

**Note:** The Board Chair may specify the number of attendees or even which personnel from each entity is invited to participate in the FAR; however, this often causes “push back” from those entities.

The Board must decide in advance if each entity will be asked to consolidate their comments onto one copy before submitting it or if each reviewer will submit his/her own comments.

The Coordinator puts a brightly colored cover page on each copy of the Facts section. The cover page has the name of the investigation and a control number on it (i.e., 1 of 40, 2 of 40, etc.) in large type. It has a space for the reviewer to print his/her name and employer. It should also have a statement that unsupported requests for significant changes will not be accepted. If a reviewer wishes to present documented evidence to support a significant change, it must be provided to the Board by a specified time on the day of the FAR. Sample FAR documents are included in Appendix D.

The FAR usually lasts four hours (e.g., 8:00 am – noon). The Coordinator arranges with the contractor POC for each entity to have a separate room for their FAR so that they can discuss the facts among themselves privately. The people who come to review the Facts section sign in and out of their entity’s room, and the control number of the copy they reviewed is noted on a tracking sheet.

Each FAR room is proctored by a Board member. The Board member explains the Board’s requirements for comments (i.e., whether to consolidate comments or not), the protocol for signing in and out of the room, and the presence of the single-spaced reference copy of the Facts. Board members proctor the FAR to (a) prevent senior personnel from badgering lower-ranking personnel with statements like “who said that?!” and (b) answer questions about the Type A process. No copies of the Facts section may leave the review room. The Coordinator usually makes regular rounds during the FAR to provide the Board members with breaks.

After the FAR, the Board meets to review and disposition every comment. This discussion is where printing the Facts section with line numbers proves its usefulness. The Board Chair leads the discussion and determines whether each comment is marked as “OK” or “rejected.” The assigned “scribe” (usually the Editor) marks the changes on a master copy of the Facts section. All of the comments and (after the changes are made to the electronic master) the master markup are included in the Evidence file. Control copies with no comments are shredded.

### 3.5.2 Questions for the Board Chair

If the Board Chair has not run a FAR before, the Coordinator can provide the following list of questions to help him plan the FAR. The questions are a synopsis of the “Overview” from the Board’s perspective.

- Does the Board want to invite each “entity” involved in the accident (e.g., contractor, subcontractor(s), and DOE) to participate in the FAR?
- Does the Board intend to limit the total number of attendees for any of the attendees?
- Does the Board agree to four hours (8:00 am to noon) for the FAR?
- Does the Board Chair agree to assign a Board member to proctor each review room?

- Does the Board want the participants for each entity to consolidate their comments onto one copy of the Facts section before submitting it or will each reviewer submit his/her own comments?
- Does the Board want FAR participants to be notified that unsupported requests for significant changes will not be accepted and that if a reviewer wishes to present documented evidence to support a significant change, it must be in the Board's hands by 4:00 pm that same day?

### **3.5.3 Bullet List of FAR Activities for the Coordinator**

- Get the answers to the questions in Section 3.5.2 from the Board Chair.
- Work with the contractor POC to arrange a separate room for each entity involved in the FAR.
- Explain what the Board members assigned as room proctors are supposed to do.
- Ask the Editor to print the Facts sections for the FAR double-spaced with page and line numbers.
- Put a brightly colored cover page with a control number on each copy of the Facts section. (See the example cover sheet in Appendix D.)
- Provide a controlled, single-sided copy of the Facts section to each Board member assigned to proctor a FAR room.
- Put up signs to identify the FAR rooms.
- Make regular rounds during the FAR to provide the Board members with breaks.
- After the FAR, check each Facts section for comments. Copies with comments go to the Board Chair. Shred the copies with no comments but retain the cover sheets and mark them "No Comments."
- Include the FAR Sign-In Sheets and comments in the Evidence file.

### **3.6 Investigation Closeout**

The Coordinator's closeout activities on the last day include the following:

- On the last day, when the report is final, ask all Board members to leave their computers on. Check to be sure that all data has been stripped from each machine.
- Collect all site badges, dosimeters, loaner pagers, etc., and return them to the contractor POC.
- Check each office and the workroom for copies of any confidential material (such as copies of testimony or other confidential documents, drafts of the reports, interview notes, etc.). Shred everything except site-level procedures and program documents that are normally accessible by all site personnel. The procedures and program documents may be recycled.
- If the site does not have a large-capacity shredder or a burn facility, set up in advance with the contractor POC for a local shredding company to pick up the accumulated material to be shredded on this day in the afternoon.
- Remove the numbered Evidence files from the hanging folders in the Evidence file cabinet. Box the manila file folders of Evidence and the physical evidence and ship them to the Accident Investigation Program Manager, Office of Facility Safety,

Office of Environment, Safety and Health at Headquarters. Ship the numbered hanging folders and reference materials back to the Coordinator's home site.

- Collect and return all office supplies to the location agreed upon in advance with the contractor POC. Usually, this location is the Coordinator's office.
- Send an e-mail note of appreciation to the contractor POC. That person has worked very hard and is every bit as tired as the Board and its support personnel.

## 4.0 **LESSONS LEARNED (LL)**

### 4.1 **General**

**LL Statement: The Coordinator and Editor must be two people.**

Discussion: There are too many activities for a single person to successfully handle both roles. If the Editor is also the Coordinator, the editing role will suffer when it is pushed aside by Coordinator duties that have immediate deadlines which cannot be moved. In addition, the hours on an accident investigation are quite long for everyone, but if the Coordinator and Editor roles are combined, the hours are unreasonable and exhaustion may reduce the quality of the final report.

**LL Statement: For certain Type B Accident Investigations, bringing in a completely independent Board from outside the Operations Office can add credibility if the accident/event has high public visibility or is otherwise politically sensitive.**

Discussion: A high-visibility accident (such as one that caused an evacuation of the public near a site or damage to public property) or an event that is politically sensitive may cause members of the Operations Office management/staff, the public, Headquarters, or regulatory agencies to have concerns that a locally-composed Board (or even a Board with *any* local members) might be biased in some fashion. Under these special circumstances, bringing in a completely independent Board adds credibility to the Board's report.

**LL Statement: The site must provide a POC who is very familiar with the site's activities and personnel and who is relieved of other duties for the duration of the investigation.**

Discussion: A good POC can smooth the Board's path by making suggestions for interviews, being able to schedule the interviews without resistance, locating requested documents easily, identifying other relevant documents that should be reviewed, etc. However, this level of support is time consuming, and the POC cannot provide it if his/her duties have not been significantly reduced or completely relieved for the duration of the investigation.

**LL Statement: Select a hotel where you can have at least a small refrigerator and a microwave in the room.**

Discussion: An accident investigation normally takes 30 days. That is a very long time to live out of a hotel room. The small comforts of having soft drinks at hand and being able to put together a sandwich when you're very tired and it's very late can go a long way toward helping you survive the process.

### 4.2 **Analyst**

**LL Statement: Explain the "pinup protocol" for the ECF chart at the first Board meeting and *enforce it*.**

Discussion: Pinup protocol is simple—every sticky for an event, condition, or causal factor on the ECF board must have the Evidence number, page number, and the initials of the person who put it on the board. If the Evidence information is missing from a sticky,

it is assumed that this is an interpretation, a conclusion, etc., by the person whose initials are on the sticky. As one of the last steps in the investigation, the Board traces the facts of the accident as listed in the ECF chart back through the analyses to the facts as stated in the report. If every sticky is labeled, this is a fairly simple process. If the stickys are not labeled, the process can (and has) taken days as each “fact” is verified in the Evidence files.

#### 4.2 Board

**LL Statement: Discuss the requirements of being a Board member in detail with each prospective Board member. If the person cannot be completely relieved of existing duties for the duration of the investigation and still wishes to participate, make them a member of the support staff rather than a Board member.**

Discussion: To be successful, a Board member must be able to make a commitment for the full length of the investigation and understand the enormous amount of time and work that it will take. That person’s time *cannot* be divided between the needs of the investigation and their regular job duties. If the person cannot make the commitment necessary for a Board member and still wishes to participate, making them a member of the support staff allows the Board to call on their expertise and input without hindering the progress of the Board’s investigation.

**LL Statement: Do not hold court reporter interviews on the first day of the investigation.**

Discussion: On the first day of the investigation, the Board is learning about the site, identifying the people involved in and surrounding the event, visiting the accident scene, reviewing key documents, etc. This is the day to identify the key people who will be interviewed and to develop the lines of inquiry. Conducting court reporter interviews on the first day is a waste of time because the Board usually ends up re-interviewing those same people when they have a clearer idea of the accident and have developed more productive lines of inquiry.

#### 4.3 Editor

**LL Statement: An experienced Editor who is accustomed to working with large DOE documents and multiple authors is essential.**

Discussion: On a recent Type B Accident Investigation, the Operations Office selected an inexperienced Editor. The Editor had extreme difficulty with configuration control of such a large document with multiple authors and was not familiar with the formatting/editing conventions currently in use within DOE. As a result, an experienced DOE Editor had to spend several days re-editing the document before it could be presented to the Operations Office Manager for approval.

**LL Statement: Find out the look/format for the report that is preferred by EH-1 as soon as you are assigned to the investigation.**

Discussion: At this time, EH-1 prefers the look of the 2004 reports for Savannah River and the Stanford Linear Accelerator Center for Type A Accident Investigations. However, the Editor and the Board did not know this at the time the report for the Stanford Linear Accelerator Center was produced. This caused a delay in publication when the report color and format had to be changed at the last minute.

#### 4.4 Coordinator

**LL Statement: An experienced Coordinator is essential.**

Discussion: The flow of documents and other information during the first two weeks of an accident investigation is much like trying to drink from a fire hose. An inexperienced

Coordinator can become overwhelmed, lose track of documents, and impede rather than assist the Board's progress. If the site does not have an experienced Coordinator, they should ask EH to bring an experienced Coordinator who can train someone at the site during the investigation. Do not simply throw someone into the "deep end" of a Coordinator's responsibilities alone and expect good results.

**LL Statement: Ensure that the court reporter understands the expected product.**

Discussion: Most court reporters expect to provide an original, a certified copy, a condensed copy, and a diskette of each testimony transcript. The Board only needs one single-sided, double-spaced original. It wastes an enormous amount of the Coordinator's time if she has to shred the extra, unwanted copies and delete/destroy unwanted transcript diskettes.

**LL Statement: A minimum of two court reporters (preferably three) is essential, and they must understand and agree to the required 24-hour turnaround time.**

Discussion: A large portion of the Board's analyses depends on the information gathered in the interviews recorded by the court reporters. Using the court reporters ensures that the information is not lost or distorted. However, that information is only useful when it is in the Board's hands. A single court reporter, no matter how experienced, cannot turn around testimony from 4 or 5 interviews in 24 hours. Having two court reporters split the interviews (morning and afternoon) greatly increases the chances of their successfully providing 24-hour turnaround.

**LL Statement: Obtain early agreement from the Board Chair on providing a copy of their corrected testimony transcript to the interviewees.**

Discussion: Some Board Chairs are reluctant to allow interviewees to have a copy of their testimony transcript because of a concern that the testimony will be shared with management. Rejecting requests to let interviewees have a copy of their testimony transcripts often results in violent disagreement from the interviewees that usually culminates in a visit to the Board from the Legal organization. If the Board Chair later agrees to release the transcripts to the interviewees, it can mean a large copy job at the end of the investigation when there are other demands on the Coordinator's time. The Coordinator must ensure that the Board Chair understands that the best way to handle requests for testimony transcripts is to mail the transcripts on the last day of the investigation to the individuals who have formally requested them by completing a "Transcript Request Form" at the time of the testimony reviews.

**LL Statement: The Board's work spaces (offices, workroom, etc.) must be set up and the locks changed before the Board arrives on site.**

Discussion: The Board members need workspace (offices, computer access, workroom, etc.) on Day 1 of the investigation so that they can begin working immediately. On a recent investigation, it took several days to have tables and chairs moved into a room assigned to two Board members. This hindered their ability to review documents, make notes using a computer, discuss observations privately, etc.

**LL Statement: Check to be sure that conversations in the Board's workroom cannot be overheard outside the room.**

Discussion: In a recent investigation, the Board's workroom was a large room that was seldom used by the contractor because of its location. By accident, the Board discovered that conversations in the Board's workroom could be overheard by anyone meeting in a nearby conference room. Some quirk in the vent system conducted the sound. The Board was forced to ask the contractor to declare the conference room off limits for the duration of the investigation.

## **Appendix A – Audit Center/Office/Workroom Requirements**

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### Audit Center/Office/Workroom Requirements List

- **Offices** – The Board members and support staff must have private, lockable work areas/offices. They can share offices, but each person must have a workstation with table, chair, computer, etc. The door locks must be drilled so that the same key will open all of the offices and the Board workroom (see below). The keys are given ONLY to the Board members (with one to the site Safeguards and Security organization) and are returned at the end of the investigation. Each office where Board members and Board support staff are located should have the following:
  - Computer & printer (see below)
  - Stapler & staple puller
  - Tape dispenser & tape
  - Empty box to put paper to be shredded (an old copy paper box is fine)
  - Recycle box
  - Trash can
- **Note:** The Coordinator and Editor each need a Typing Stand. (Ask if they plan to bring their own.)
- **Computers** –Each Board Member and member of the support staff (Coordinator, Editor, others) needs a computer with the full Microsoft Office Suite, but as a minimum, Word, Acrobat Reader, and internet access are essential. The Chairman’s and Editor’s computer must also have Internet access, Excel, Acrobat, and presentation software (e.g., PowerPoint). The Editor’s computer must have the full Acrobat 6.0 plus a CD-burning program so that he/she can pdf the report and burn CDs.
- **Printers** – The Board members can share printers among themselves and their support staff but not with non-Board members. The Editor must have a fast (high memory) color printer for the final report in her office. She can use a fast black and white printer for drafts, but the fast (high memory) color printer must be added at the start of the third week. The Coordinator must either share the Editor’s printer or have a reasonably fast printer in her office.
- **Telephone** – Each office should have at least one telephone, preferably one for each person. Voice mail is also a preferred option. At a minimum, the Chairman and Coordinator must have voice mail.

#### Additional Needs

- **Loaner Pagers** for the non-local Board members and support staff, if possible.
- **Copier** – Must be able to copy large documents quickly.
- **Shredder** – A lot of material must be shredded during a Board’s investigation. If the site has burn capabilities for classified/sensitive documents, the material can be put in the secure burn bins. If a shredder that can handle 30+ sheets at a time and bags can be provided, nothing else is needed. If a 10-sheet capacity shredder is all that can be provided, the contractor must arrange for pickup of the material to be shredded on the last day of the investigation by a private shredding company. The Coordinator can then use the 10-sheet shredder to shred any remaining items.
- **Fax machine**
- **Conference/Board Workroom** with the following:
  - The room must be large enough to seat the entire Board and support staff
  - Telephone
  - White screen
  - Computer with projection equipment to project the Board’s report on the white screen so that the whole Board can review/revise it as a group (required by the start of the third week)

- White board
- Dry erase markers
- Large marking pad on easel & markers (2 extra pads of paper)
- Roll of ½ inch masking tape
- Trash can
- Box for material to be shredded
- Recycle box
- In/out box (to hold Information Request Forms)

**Note:** The workroom and all Board and support staff offices must be lockable. If possible, have the workroom lock drilled to match the offices, with the keys to be provided to Coordinator to distribute on Day 1 of the investigation.

- **File Cabinet** – A locking 5-drawer upright or a 4-or 5-drawer lateral file for the Evidence in the Coordinator’s office. One key must be provided to the Coordinator and the other key to the Board Chairman.
- **Office Supplies** where the Board can get to them easily during and after business hours:
  - 1/5 cut file folders (1 box)\*\*
  - Pendaflex hanging folders (1 box)\*\*
  - Pendaflex folder labels
  - Pens – blue or black (1 box)
  - Pencils (1 box) & pencil sharpener (or box of mechanical pencils and refills)
  - 2 red fine point Sharpie
  - 2 black fine point Sharpie
  - Yellow Hi-Lighters (1 box)
  - Diskettes (3 boxes)
  - 10 CDs (read only)
  - 2 Read/Write CDs
  - Scissors (1) (Coordinator’s office)
  - Ruler (1) (Coordinator’s office)
  - Heavy-duty manual 3-hole punch (Coordinator’s office)
  - 6 3-inch binders and 6 2-inch binders
  - Transparencies (1 box)
  - Clear sheet protectors for transparencies (1 box)
  - Brown expandable folders (2 boxes of 1-inch size)
  - Stepped wire folder holder (3—for the Board Chairman, Editor, Coordinator)
  - 1 Box copy/printer paper (~10 reams of paper) for the Board’s printers
  - Message pad (1) (tear-off kind without carbon paper is fine)
  - Paper clips (regular and jumbo size)
  - Push pins (if the surfaces in team room and offices permit use of same)
  - 3M flags in different colors (3 for each Board member)
  - Calendar
  - 30 large mailing envelopes (of a size to hold a 60-page document)
  - **Lots** of 3M-type stickys in medium (3 x 3 inch) and large (5 x 3 inch) in four colors (e.g., yellow, green, pink, and blue) [Note: The Coordinator may provide these, so check with her before purchasing them,]

\*\*If the Coordinator does not provide premade evidence files, then 4 boxes of 1/5-cut manila folders and 4 boxes of pendaflex hanging folders must be provided so that she can set up the evidence files.

- **Shred Boxes** – Provide enough boxes to put one box in each office and the workroom. Empty copy paper boxes are fine for this purpose.

## **Appendix B – Court Reporter Forms**

**MODEL OPENING STATEMENT**

[To be recorded]

Let the record reflect that this interview has commenced at (time, date, and place). I'm (state interviewer's name(s) and employment affiliation(s), i.e., I'm Joe Smith of the Idaho Operations Office of the Department of Energy. With me are (name and organization of other Department personnel). For the record, please state your name, company affiliation, job title, or position.

Read into the record the names and employment of any additional persons present (other than the recorder).

The Department has established an accident investigation board to determine the facts that led to the (accident date) accident at (place of accident). The principal purpose of this investigation is to determine the facts surrounding the accident so that proper remedial measures can be instituted to prevent the recurrence of accidents. We have authority to conduct this investigation under the Department of Energy Organization Act, which incorporates provisions of the Atomic Energy Act of 1954 authorizing investigations of this type.

Your appearance here to provide information is entirely voluntary, and you may stop testifying and leave at any time. However, you should understand that giving false testimony in this investigation would be a felony under 18 U.S. Code Section 1001. Do you understand that?

You have the right to be accompanied by an attorney or a union representative. (If witness has attorney or a union representative, put the name of the person in the record.) "Let the record reflect that Mr./Mrs./Ms. is accompanied by" (as his/her attorney or union representative).

We would like to record this interview to ensure an accurate record of your statements. A transcript of this discussion will be produced, and you will have an opportunity to review the transcript for factual accuracy and corrections. If you do not wish to have the session recorded, we will not do so. Do you have any objection to having the session recorded?

We will attempt to keep your testimony confidential, but we cannot guarantee it. At a later date, we may have to release your testimony pursuant to a request made under the Freedom of Information Act, a court order, or in the course of litigation concerning the accident, should such litigation arise. Do you want your testimony to be considered confidential? (Wait for an answer—if answer to preceding question is affirmative.)

Sources: *Accident Investigation Workbook*, Revision 2, Page 6-21, and DOE G 225.1A-1, Attachment 3

## TRANSCRIPT REQUEST

**Department of Energy Type A Accident Investigation of [title]**

I hereby request a copy of my interview transcript. I understand that this transcript is confidential and is not to be shared with anyone. I understand that a copy will be provided for my personal records only.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TRANSCRIPT REVIEW STATEMENT**

**Department of Energy Type A Accident Investigation of [title]**

I have reviewed, corrected, or added to and initialed and dated my changes to the transcript of my interview in reference to the subject above. I understand that my transcript will be protected against unauthorized disclosure by the Department of Energy Accident Investigation Board but may be released at a later date under the provisions of the Freedom of Information Act or a court order. The transcript is also subject to the Privacy Act of 1974 regarding personal information.

**DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_



## **Appendix C – Evidence Tracking Forms**



**Accident Investigation  
Information Request Tracking**

<b>Item Name or Description</b>	<b>Requested By (Board Member)</b>	<b>Date Requested</b>	<b>Date Rcvd</b>	<b>Evidence No.</b>

**Example Type A Evidence Tracking – Numerical**

**3/15/2005 – 3:00 pm**

Record #	Doc Type	Document Title	Date	Comments
1	Policy	<i>GENCOM Integrated Safety Management System Description, GM-1400</i>	10/2002	
2	Procedure – DUR	<i>DUR-EH-2010, Hazard Review</i>	8/3/2001	
3	Procedure – DUR	<i>DUR-SH-02, Personal Protective Equipment</i>	5/3/2000	
4	Procedure – DUR	<i>DUR-EH-2010, Welding/Burning/Hotwork</i>	10/8/2002	
5a	Report	<i>Type A Accident Investigation Board Report of the February 17, 1997, Welding/Cutting Fatality at the K-33 Building Site, Oak Ridge, Tennessee – Summary Report</i>	4/1997	
5b	Report	<i>Type A Accident Investigation Board Report of the February 17, 1997, Welding/Cutting Fatality at the K-33 Building Site, Oak Ridge, Tennessee – Detail Report</i>	4/1997	
6	Report	<i>Occurrence Report for DUR- ORO-DUR-K25GENLAN-2003-0001-Update, Laborer’s Personal Protective Equipment (PPE) Burned Below Mid-Shin on Right Leg While Cutting Rebar with a Circular Saw</i>	2/21/2003, 8:57	
7	Other	<i>DUE ETTP Facilities Management Responsibilities Map</i>	10/10/2001	
8	Plan	<i>GENCOM Environmental, Safety, and Health Plan for Main Plant Demolition Project, Revision 3</i>	10/23/2002	
9	Plan	<i>GENCOM Comprehensive Work Plan for Main Plant Demolition Project, Revision 1</i>	7/19/2002	
10	AHA	<i>GENCOM Activity Hazard Analysis (AHA), AHA #2000-02, General Construction Hazards, Main Plant Area Demolition Project, Revision 14</i>	2/10/2003	
11	Plan	<i>GENCOM Waste Management and Transportation Plan for Main Plant Demolition Project, Revision 2C</i>	11/18/2002	
12	Letter	<i>GENCOM Letter (B. Patel) to DUR, subject: “ISMS Matrix &amp; Commitment Letter”</i>	7/7/2000	
13	Work Smart Standards	<i>GENCOM Environment, Safety &amp; Health Crosswalk (WSS) for Main Plant Demolition Project, Revision 2</i>	1/27/2003	

**Example Type A Evidence Tracking – Alphabetical**

**3/15/2003 – 3:00 pm**

<b>Record #</b>	<b>Doc Type</b>	<b>Document Title</b>	<b>Date</b>	<b>Comments</b>
10	<b>AHA</b>	GENCOM Activity Hazard Analysis (AHA), AHA #2000-02, <i>General Construction Hazards, Main Plant Area Demolition Project, Revision 14</i>	2/10/2003	
12	<b>Letter</b>	GENCOM Letter (B. Patel) to DUR, subject: “ISMS Matrix & Commitment Letter”	7/7/2000	
7	<b>Other</b>	DUE ETPP Facilities Management Responsibilities Map	10/10/2001	
9	<b>Plan</b>	<i>GENCOM Comprehensive Work Plan for Main Plant Demolition Project, Revision 1</i>	7/19/2002	
8	Plan	<i>GENCOM Environmental, Safety, and Health Plan for Main Plant Demolition Project, Revision 3</i>	10/23/2002	
11	Plan	<i>GENCOM Waste Management and Transportation Plan for Main Plant Demolition Project, Revision 2C</i>	11/18/2002	
1	<b>Policy</b>	<i>GENCOM Integrated Safety Management System Description, GM-1400</i>	10/2002	
2	<b>Procedure – DUR</b>	DUR-EH-2010, <i>Hazard Review</i>	8/3/2001	
4	Procedure – DUR	DUR-EH-2010, <i>Welding/Burning/Hotwork</i>	10/8/2002	
3	Procedure – DUR	DUR-SH-02, <i>Personal Protective Equipment</i>	5/3/2000	
6	<b>Report</b>	Occurrence Report for DUR- ORO-DUR-K25GENLAN-2003-0001-Update, <i>Laborer’s Personal Protective Equipment (PPE) Burned Below Mid-Shin on Right Leg While Cutting Rebar with a Circular Saw</i>	2/21/2003, 8:57	
5a	Report	<i>Type A Accident Investigation Board Report of the February 17, 1997, Welding/Cutting Fatality at the K-33 Building Site, Oak Ridge, Tennessee – Summary Report</i>	4/1997	
5b	Report	<i>Type A Accident Investigation Board Report of the February 17, 1997, Welding/Cutting Fatality at the K-33 Building Site, Oak Ridge, Tennessee – Detail Report</i>	4/1997	
13	<b>Work Smart Standards</b>	GENCOM Environment, Safety & Health Crosswalk (WSS) for Main Plant Demolition Project, Revision 2	1/27/2003	



## **Appendix D – Factual Accuracy Review Forms**

**Example Cover Sheet for Facts Section**

**Type A Accident Investigation for  
[Title of Accident Investigation]**

**Factual Accuracy Review**

**March 1, 2005**

**1:00 pm - 4:00 pm**

Control Copy Number: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

Reviewer Company: \_\_\_\_\_

Mark this copy with your factual accuracy comments. Please print!

If you believe one or more of the Board's facts are not correct, you must submit documented evidence (e.g., report, training record, contract, etc.) to the Board Coordinator by 5:00 pm today to support your claim.

**\* This document may not be copied or removed from this room.  
Please return this copy to the Proctor by 4:00 pm.**

**Example Factual Accuracy Room Sign**

**TYPE A  
ACCIDENT  
INVESTIGATION**

**FACTUAL  
ACCURACY REVIEW**

**1:00 - 4:00 PM**

**3/1/2005**



## **Appendix E – Other Useful Forms**



**Informal Personal or Telephone Interview Form**

<b>Date:</b>	
<b>Time:</b>	
<b>Personal or Telephone Interview?</b>	
<b>Interviewee Name:</b>	<b>Interviewee Title:</b>
<b>Telephone:</b>	<b>Interviewee Employer:</b>
<b>Pager:</b>	
<b>Board Interviewer Name (Print):</b>	

**Interview Notes**

**Type A Accident Investigation Board**  
**Location & Telephone**  
 Updated MM/DD/YYYY, Time

Name	Position	Office Number	Telephone & Cell	Pager	Hotel Name & Telephone	E-Mail Address

Conference Room/Board Workroom Telephone:

Fax in Room X: